

REVISION

DRAFT

MEMORANDUM FOR:

SUBJECT: Information for Personnel Overseas Having  
the Career Designation "CL-ME"

1. The Agency Career Service Program provides for each career employee to be identified with the Agency component which represents the focal point of his activities and interests. You have been identified with the Medical Office, and for that purpose the records in your personnel file will bear the designation "CL-ME".

2. While you bear the career designation "CL-ME", the Chief, Medical Staff, with the advice of the Medical Office Career Service Board, will be primarily responsible for the program in which you participate. This program is concerned with the assignment, reassignment, rotation, training, and promotion of personnel with your career designation. The objective of the program is to establish a framework which permits your career to develop and your ambitions to be realized while serving the best interests of the Agency and yourself.

3. The Medical Office wishes to provide you with the opportunity for personal expression while you participate in its program. You will soon be requested to indicate in writing your career desires and interests. Such information will also be solicited at periodic intervals in the future. Your statements will receive every consideration, and, whenever possible, you will be given opportunity to discuss your problems with the Medical Office Career Service Board.

4. As Chief of the Medical Office, I will be guided in this program by your stated preferences and the recommendations of my Career Service Board. Although you must recognize that it will not always be possible to satisfy your personal preferences, you may be sure that you will receive equitable opportunity and consideration. With this assurance to you and with the establishment of a career framework within which you may make your personal contribution, I am confident that we can build a realistic career service program.

Chief, Medical Staff